

Federal City Performing Arts Association Board of Directors Meeting Minutes

Wednesday, September 13, 1995
New York Avenue Presbyterian Church, Washington, DC

DIRECTORS: Present: Cohen, de Keyser, Dorr, Gerard, Greenwald, Madigan, O'Leary, Peirce, Perkins, Rosen, Wheeler, Weeks, York.
Absent: none.

STAFF: Holloway, McClelland.

GUESTS: Charlie Merk.

I. Call to Order

Meeting Called to Order at 7:30 pm by Wheeler.

II. Approval of Minutes

Brief discussion was held noting minor typos and grammatical errors.

Dorr Moved, Greenwald seconded, to approve the August 13 minutes as amended.

Unanimous vote in favor (de Keyser, O'Leary, Weeks, & York not present). Minutes Approved.

III. Business Manager's Report

McClelland presented the Month 2 report (August). Significant components include:

- ▼ The month showed a negative variance from budget of approximately \$200.
- ▼ Season tickets sales and Cap Club membership dues are ahead of budgeted pace.
- ▼ Year-to-date fund raising is behind pace.
- ▼ Season brochure costs were \$772 over budget. Need to examine the return rate for this exercise next year (so far the return rate is only 0.0021%).
- ▼ While season ticket sales are ahead of the planned pace, we have only reached 45% of our goal.

McClelland anticipates that the cash flow transfer from the Endowment Fund would be replaced sometime in November after various dues and season subscriptions are received.

McClelland distributed and discussed object budgets for this fiscal year, as well as check request forms and coding charts.

Perkins moved, Greenwald seconded, to accept the report as presented.

Unanimous vote in favor (York not present). Report accepted.

IV. President's Report

Wheeler presented a snapshot of FCPAA:

- ▼ good financial footing,
- ▼ ahead of or on par with our peer choruses throughout GALA as evidenced at the recent GALA Leadership Conference,
- ▼ Chorus Care Corps (CCC) is a strong asset to the group and has received much interest from other choruses after O'Leary led a workshop at the GALA conference on the CCC,
- ▼ our peer choruses sing praises for the quality and musicality of our first CD (we sold 21 CD's and 4 tapes at the conference),
- ▼ more women attended our Pride Concert last year than normally attend our concerts, which contributed to our achieving part of our diversity goal for the year last season,
- ▼ we have been receiving more mainstream press coverage which will be a benchmark for our new executive director, and
- ▼ the Rehoboth beach concert raised \$4,200 for the Sussex County AIDS Committee.

Wheeler's outlook for the upcoming year included anticipating a fun GALA festival, strengthening our data collection and record keeping to help push us forward organizationally, and looking forward to the cooperation and teamwork of the board as we think creatively and move GMCW forward towards our next 15 years.

V. Executive Director Search Committee Report

The committee informed the Board that they will present two candidates at a special Board meeting on Sunday, September 17th at 2:00pm. The Board will interview both candidates and evaluate them utilizing a rating system devised by the Committee.

The committee discussed how the Executive Director will interact with FCPAA as outlined on the one-page summary distributed at the meeting.

VI. Music Director's Report

Holloway discussed the new musicianship course being developed by Jeff Buhrman and Phil Rogerson. All members will be tested as a condition of singing membership at their audition/review.

Holloway reviewed this season's musical themes as approved during the budget season last year. The overall theme is "GMCW As You Like Us" with the holiday concert being mostly traditional, the spring show a staged, "fluffy" campaign for the presidency, and the summer concert being a showpiece to capitalize on our talents and history at GALA in Tampa.

Discussion was held regarding strengthening the role and utilization of the repertory advisory committee during this season.

Concern was raised about more explicitly defining the Board's role in programming and the item was scheduled for a half hour discussion at the next Regular Board meeting.

VII. *Marketing Committee Report*

Discussion was held regarding creating a commemorative poster for our 15th season. The design would be a combination of each concert's poster. Concern was raised over the cost and being able to offset the costs through sales of the poster as proposed.

Cohen moved to increase the Marketing Committee Budget by \$1,050 for the purposes of creating and selling a commemorative poster. Motion died for the lack of a second.

Further discussion was held on the merits of the project and the Committee was instructed to further refine and strengthen the revenue portion of the proposal and return at the next meeting.

VIII. *Personnel Committee Report*

Perkins presented a proposal to establish a new standing committee to assist the President and the Board set policy and provide advice in the area of paid staff. The duties and responsibilities of such a board were outlined in the proposal and discussed for some length.

**Perkins moved, Dorr seconded, to establish a standing Personnel Committee.
Unanimous in favor (York not present). Committee established.**

Composition of the board, as outlined in the report, will be five members with the chair being a Board member. All members of the committee will serve staggered two-year terms and are to be confirmed by the Board. Committee membership will not be limited to FCPAA voting members.

Duties of the board include:

- ▼ recommend hiring, discharging, and conduct policies and procedures;
- ▼ provide employee compensation, benefits, position description, and performance evaluation advice;
- ▼ act to resolve conflict and grievances related to job performance or employment when supervisors can not, or when they choose to refer the matter to the committee; and
- ▼ pursue other personnel matters as requested by the President or the Board.

IX. *Review of By-Laws*

Brief discussion was held regarding the update of the membership handbook and the calendar.

X. *Membership Report*

Brief discussion was held regarding audition and vocal review schedules and participation.

Rosen reported that Jan Albright was pleased to receive Wheeler's letter and is excited about being with GMCW for the upcoming season.

XI. *Adjourn*

There being no further business,

**Gerard moved, Perkins seconded, to adjourn the meeting.
Unanimous in favor (York not present). Meeting adjourned at 9:37 pm**



Respectfully submitted,
Jeffrey R. Peirce, Secretary, FCPAA